Evaluation Score Certification Tool

Technical Manual

State of New Jersey
Department of Education

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Confidentiality Notification

The 2013-14 Evaluation Score Certification Tool is accessible to certified NJDOE Homeroom users. Given that this interface contains confidential evaluation scores for individual educators, leaders must ensure that any district personnel accessing the information have the proper permission to do so. Specifically, evaluation data of a particular employee shall be confidential in accordance with the *TEACHNJ Act* and *N.J.S.A. 18A:6-120.d and 121.d*. Educator evaluation data should be handled in the secure manner you would treat, handle, and store any part of a confidential personnel record and should not be released to the public. Further, such individual data is exempt from the Open Public Records Act (OPRA).

Purpose

The primary purpose of the Evaluation Score Certification Tool (ESCT) is to allow school district administrators to certify that all of the educator evaluation data in the New Jersey Department of Education's records matches the data in their local personnel files. While district administrators were asked to certify that this data was accurate in the summer of 2014 when they initially submitted it, the Department is providing this final opportunity to view and certify 2013-14 staff evaluation records for several reasons:

- **Incorporating mSGP scores into summative ratings:** On January 8, the Department released mSGP scores to all districts to be reviewed and shared with qualifying educators. The Evaluation Score Certification Tool provides a calculated summative rating for mSGP educators and offers an opportunity for administrators to identify any potential data issues (please see Procedures for Addressing 2013-14 mSGP Data Issues for more information).
- **Supporting district review of local records and calculations:** The certification process provides districts a final opportunity to ensure that all ratings assigned to educators are accurate.
- **Improving overall state data accuracy:** The certification process helps to ensure all educator evaluation information is provided in a standardized format to comply with state and federal requirements – and that future policy decisions at the state level are based on real evidence.

Importantly, the February 3 release of the Evaluation Score Certification Tool also constitutes notification to districts of the final summative rating for educators whose 2013-14 evaluations include mSGP. Districts should take this into consideration when planning to share any pertinent information with staff members.

We strongly encourage all district leaders to carefully review the information in this tool in order to complete the certification process by March 13.

Overview and Broadcast Memo

Before continuing with the Evaluation Score Certification Tool (ESCT), please review the Broadcast Memo released by the Department on February 3, 2015. The memo offers an overview of this process along with the necessary background and context how this tool should be used.

Please keep in mind that while **all districts must review and certify their data, it is not expected that all districts will need to alter data elements.** If you complied with NJ SMART guidelines in the summer 2014 Staff Evaluation Submission, and have not had any reviews or score modifications since that time, your data should be correct and ready to certify. If you have teachers that have received mSGP scores since that submission, you may want to pay special attention to these records to ensure that the new certified summative evaluation scores of these staff members are correct.

All data in this application has been compiled by the Department using the NJ SMART Staff Evaluation Submission, NJ SMART Course Roster Submission, and NJ SMART Staff Roster Submission. If you are not familiar with these submissions, you should speak with your local district administrator(s) who completed them for your district. You may also re-familiarize yourself with these submissions by reviewing appropriate handbooks.

Sample Checklist

Below is a sample approach that a district administrator might take when entering the tool.

1. **Review your "Basic Information and Status Page"** to ensure that the data loaded into the ESCT is consistent with the data submitted by your district.
2. **Click on the "Exceptions" link** and clear any records in this category. To learn more about why a record might land in the exceptions category, review the Exceptions section.
3. **Review records in the "Teachers," "Principals/APs/VPs," and "Other Certificated Staff" portals.** Alter records as necessary; the ESCT will track changes and identify any differences between "submitted summative scores" and "certified summative scores" in red.
4. **Review your "Basic Information and Status Page"** again to see how your district data has changed, if at all.
5. **Click the "Certify Evaluation Data" link.** Once you have reviewed and altered any necessary data to match local records, press the link to certify. At this time, you will be asked to justify any changes to mSGP records (if applicable), or to explain why other changes were necessary (if you have altered more than 5% of total records).

Anticipated Questions

Why are My Records Separated into Three Groups?

The Summer 2014 NJ SMART submission had all users submit data in one spreadsheet, simply indicating in data fields whether the staff member was a "T" (Teacher), "P" (Principal/AP/VP), or an "OCS" (Other Certificated Staff Member). In the ESCT the Department has separated these role groups to apply the proper formulas to provide clarity and for ease of use. In some cases, it is not clear which group the staff member falls into, because there was conflicting data inputted for that individual. In these cases, the Department was unable to determine which summative formula to apply in order to calculate a "Certified Summative Score" and therefore placed this record in Exceptions for additional district clarification.

What is the "Submitted Summative Score?"

"The Submitted Summative Score" is the summative (final) evaluation score submitted by the district at the time of the NJ SMART submission in the summer of 2014. This field is not alterable and will not change; it is intended as a point of comparison with the certified summative score to show where there are differences between what the district submitted and what score has been calculated by the Department.

What is the "Certified Summative Score?"

"The Certified Summative Score" is the summative evaluation score calculated by the Department using the individual component level scores available (component scores submitted by the district and combined with an mSGP score where applicable). This field is not alterable but it is dynamic; it will automatically change when/if you change a component level score. **This is the score you will be certifying as "the final and correct score" to the Department when you certify your data.**

Why are there differences between my "Submitted Summative Scores" and my "Certified Summative Scores?"

The ESCT verifies all of the staff scores submitted by districts and calculates the "Certified Summative Score" using the appropriate evaluation weights and calculations for 2013 -14. If there is a difference between a staff member's "Submitted Summative Score" and their "Certified Summative Score," the numbers will appear in maroon to ensure that you (the user) are aware that they are different.

- **In most cases, these will be different simply because this was an mSGP staff member** who did not previously have all the components necessary to receive a summative score.
- In other cases, these may be different due to an error by the district in the initial submission, or for another reason only known to the district administrator.

The district should review all scores in maroon to make sure they clearly understand why these scores are different, take the proper action (update local records or edit data in ESCT) before finalizing the staff evaluation certification, and ensure that all educators are aware of the correct and certified final score in their personnel file. Once certified, the Department will take the "Certified Summative Score" as the final and correct score for state records.

Why is the "Score Altered" box checked?

Whenever you alter a record, the "Score Altered" box will mark this change with a check mark. If you change the score back to what it was originally, before saving, the box will uncheck once the screen is refreshed. The

purpose of this function is to remind you which staff member scores you have altered and to serve as a tracker for the Department to identify where the district has provided new component level ratings (and ultimately a new "Certified Summative Score") for a staff member.

If you alter more than 5% of scores, the ESCT will ask you to provide a justification for these score changes when you certify your data. Please be prepared to explain why alterations were necessary, and to share any steps that were taken to ensure that there is evidence documenting that the new scores are indeed the final and correct scores that have been shared with the staff member. The purpose of these explanations is for the Department to consider future guidance and supports to districts in implementing AchieveNJ and collecting data through NJ SMART.

How are Records in the "Other Certificated Staff "(OCS) Portal Calculated?

The "Certified Summative Score" number in the OCS portal is simply based on the summative score originally submitted by the school district. There is no formula that is applied for Other Certificated Staff members.

Due to the fact that the only requirement for these staff members is that they have a summative score on a 1.00 – 4.00 scale, and that these records represent ratings for staff members in a variety of assignments in schools and sometimes in central office functions (For example: Counselors, Nurses, Supervisors, etc.), the Department is not able to apply a standard formula. With this in mind, if you alter one of the component level scores for any of these staff members and you have communicated a policy that applies a weighting formula for any of these records, you must ensure that you update the "Certified Summative Score" to reflect the formula you are applying to that record.

How Do I Change a Staff Member's Role if it is Incorrect?

If you discover a record that identifies a staff member in the wrong role (for example: they are listed as a Principal/AP/VP when they should be an OCS), you can fix this by entering their SMID in the "Search a Staff Member ID" portal. This portal will allow you to find this staff member, edit their role, and edit any of their evaluation data as necessary to ensure that the appropriate scores have been assigned.

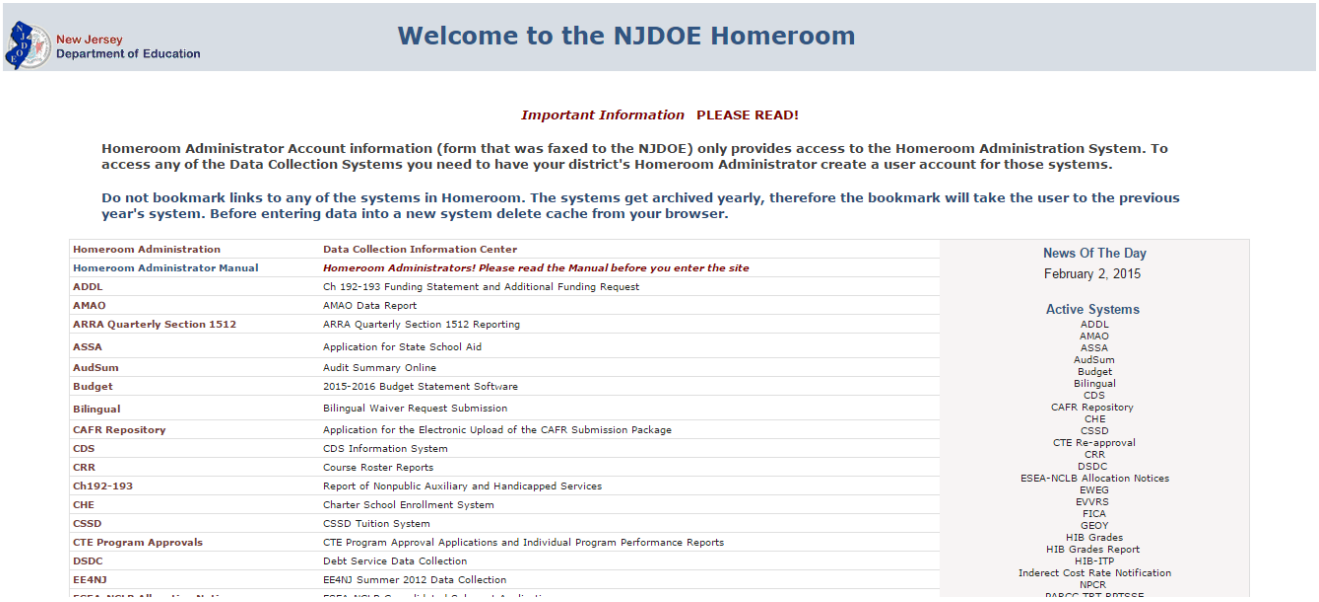
What if I have a Educator Who Completed the SGO or Admin. Goal Review?

Districts that need to reflect adjusted evaluation scores based on these review processes should call (609)777-3788 or email educatorevaluation@doe.state.nj.us for assistance. At this time, the verification of these records will be handled outside of the application, and the Department will assist districts in identifying these individual records to ensure that they are final and correct in state records.

Accessing the Application

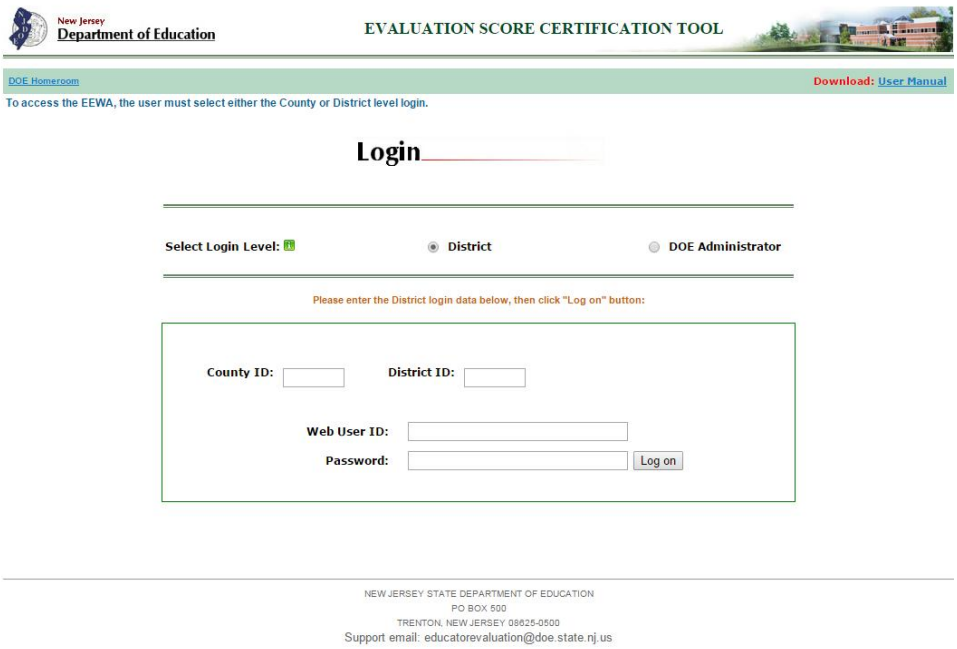
The Evaluation Score Certification Tool can be accessed from the NJDOE Homeroom website here: https://homeroom.state.nj.us/

Once there, click on Evaluation Score Certification Tool (ESCT).



Log-in

Log in to the application using the 2-digit county code, 4-digit district code, user ID, and password. If you do not have an ID and password, contact your district Homeroom Administrator (formerly the web user administrator [WUA]). They will have the ability to sign-in to the portal, or to assign the project to the appropriate staff member to do so.

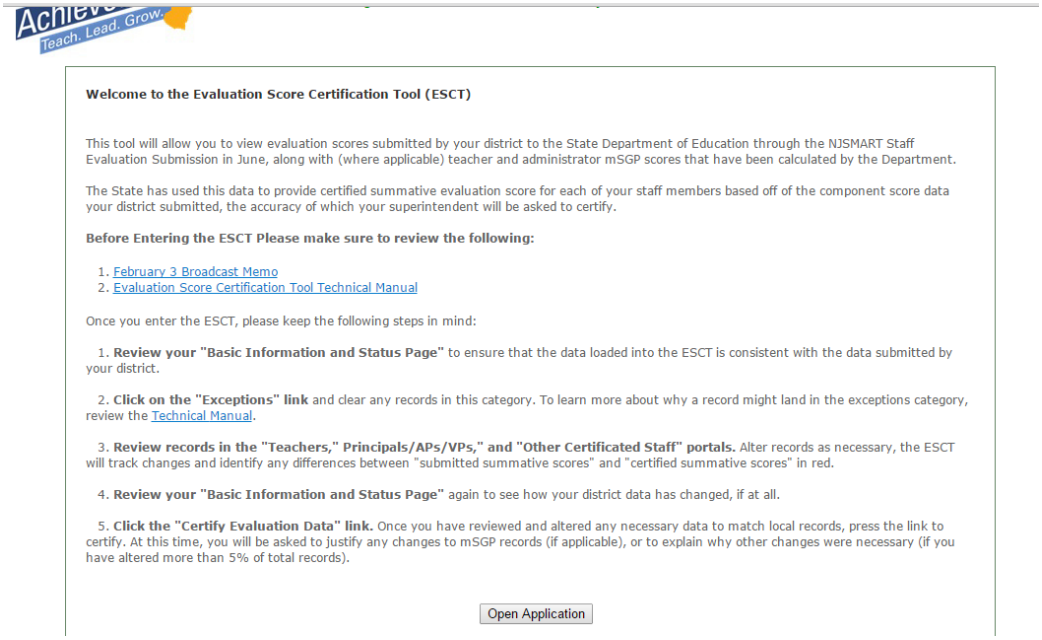


Click on the 'Login' button.

Successful login will take you to Welcome Page with instructions.

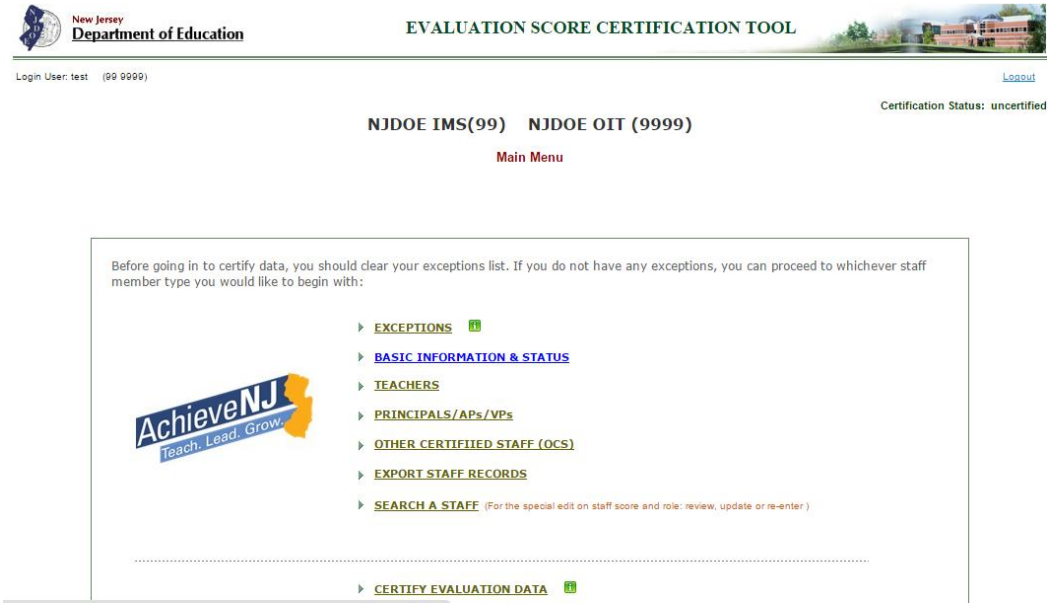
Welcome Screen

Once you have reached the Welcome Screen, confirm the county and district name at the top of your page. You can see if your data is loaded by the message below this information. If the data has been loaded for your district, then read the introductory message in the center of the page, review the linked broadcast memo, and click "open application."


Teach. Lead. Grow.
Welcome to the Evaluation Score Certification Tool (ESCT)
This tool will allow you to view evaluation scores submitted by your district to the State Department of Education through the NJSMART Staff Evaluation Submission in June, along with (where applicable) teacher and administrator mSGP scores that have been calculated by the Department.
The State has used this data to provide certified summative evaluation score for each of your staff members based off of the component score data your district submitted, the accuracy of which your superintendent will be asked to certify.
Before Entering the ESCT Please make sure to review the following:
1. February 3 Broadcast Memo
2. Evaluation Score Certification Tool Technical Manual
Once you enter the ESCT, please keep the following steps in mind:
1. Review your "Basic Information and Status Page" to ensure that the data loaded into the ESCT is consistent with the data submitted by your district.
2. Click on the "Exceptions" link and clear any records in this category. To learn more about why a record might land in the exceptions category, review the Technical Manual.
3. Review records in the "Teachers," Principals/APs/VPs," and "Other Certificated Staff" portals. Alter records as necessary, the ESCT will track changes and identify any differences between "submitted summative scores" and "certified summative scores" in red.
4. Review your "Basic Information and Status Page" again to see how your district data has changed, if at all.
5. Click the "Certify Evaluation Data" link. Once you have reviewed and altered any necessary data to match local records, press the link to certify. At this time, you will be asked to justify any changes to mSGP records (if applicable), or to explain why other changes were necessary (if you have altered more than 5% of total records).
Open Application

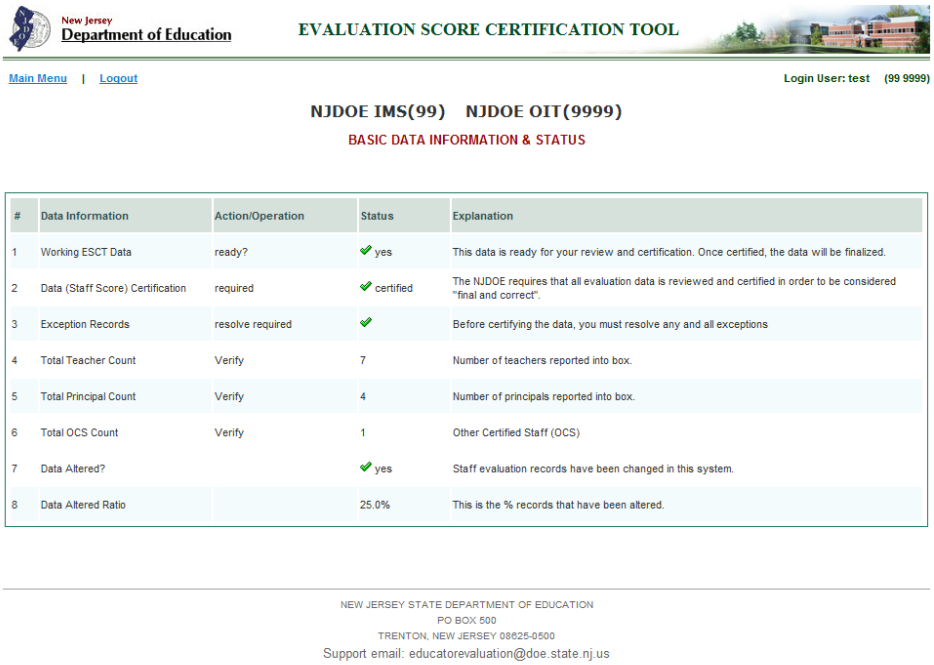
Main Menu

Once at the main menu, you are presented with several links, each with a specific function. This page allows you to get basic information about your data, navigate all data for your district by role, download a file of each data set if you would like, and eventually certify that the data in the application is in fact correct.


New Jersey
Department of Education
EVALUATION SCORE CERTIFICATION TOOL
Login User: test (99 9999)
Logout
Certification Status: uncertified
NJDOE IMS(99) NJDOE OIT (9999)
Main Menu
Before going in to certify data, you should clear your exceptions list. If you do not have any exceptions, you can proceed to whichever staff member type you would like to begin with:
EXCEPTIONS
BASIC INFORMATION & STATUS
TEACHERS
PRINCIPALS/APs/VPs
OTHER CERTIFIED STAFF (OCS)
EXPORT STAFF RECORDS
SEARCH A STAFF (For the special edit on staff score and role: review, update or re-enter)
CERTIFY EVALUATION DATA
AchieveNJ
Teach. Lead. Grow.

Basic Information and Status

The basic information and status link provides an overview of the data you submitted in the summer of 2014 as well as the status of the data now (whether you have altered it in any way, resolved any exceptions, or certified that it is correct yet). There are no additional actions to take on this page, but you can return to it after working in one of the other pages, or when you log back in to the application, to see the status of your data after some initial review. Below the screenshot is a basic explanation of each field.


New Jersey
Department of Education
EVALUATION SCORE CERTIFICATION TOOL
Main Menu | Logout
Login User: test (99 9999)
NJDOE IMS(99) NJDOE OIT(9999)
BASIC DATA INFORMATION & STATUS
Data Information Action/Operation Status Explanation
1 Working ESCT Data ready? yes This data is ready for your review and certification. Once certified, the data will be finalized.
2 Data (Staff Score) Certification required certified The NJDOE requires that all evaluation data is reviewed and certified in order to be considered "final and correct".
3 Exception Records resolve required Before certifying the data, you must resolve any and all exceptions
4 Total Teacher Count Verify 7 Number of teachers reported into box.
5 Total Principal Count Verify 4 Number of principals reported into box.
6 Total OCS Count Verify 1 Other Certified Staff (OCS)
7 Data Altered? yes Staff evaluation records have been changed in this system.
8 Data Altered Ratio 25.0% This is the % records that have been altered.
NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
Support email: educatorevaluation@doe.state.nj.us

- **Working ESCT Data:** This row indicates that the data in the application is ready for your certification or editing as necessary. If the status of this field is not a green check, please contact the Office of Evaluation immediately at (609)777-3788 or educatorevaluation@doe.state.nj.us.
- **Exception Records:** This row indicates if there are exceptions to be resolved in your data. Please see the Exceptions explanation for details on why individual records may be identified. If this row is marked with a green check it means that you do not have any exceptions to resolve. If it is marked with a red square, it means that you must clear your exceptions before certifying your data. Additionally, if there is a red square, you will find a number associated with this row indicating many exceptions you have to resolve.
- **Total Teacher Numbers:** This row indicates how many teachers are captured in the teacher section of your data. If this number does not match the number of evaluated teachers you have locally, you should first see if these records are captured in "Exceptions." If they are not in "Exceptions," or in any other part of the application, you should retrieve your original NJ SMART submission to compare that data with what is reflected. If these numbers still do not match, please contact the NJDOE at (609)777-3788 or educatorevaluation@doe.state.nj.us
- **Total Principal Numbers:** This row indicates how many Principals/APs/VPs are captured in the Principals/APs/VPs section of this tool. If this number does not match the number of records you have locally, you should first see if these records are captured in "Exceptions." If they are not in "Exceptions," or in any other part of the application, you should retrieve your original NJ SMART submission to compare that data with what is reflected in the ESCT. If these numbers still do not match, please contact the NJDOE at (609)777-3788 or educatorevaluation@doe.state.nj.us

- **Total OCS Numbers:** This row indicates how many Other Certificated Staff (OCS) records are captured in the OCS section of this tool. If this number does not match the number of OCS records you have locally, you should first see if these records are captured in "Exceptions." If they are not in "Exceptions," or in any other part of the application, you should retrieve your original NJ SMART submission to compare that data with what is reflected in the ESCT. If these numbers still do not match, please contact the NJDOE at (609)777-3788 or educatorevaluation@doe.state.nj.us
- **Data Altered?:** This row identifies if fields in any of the rows have been altered by the user. There are no action steps associated with this information; this is simply to make you aware of any differences between the scores originally submitted in Summer 2014 and those being certified at this time.
- **Data Altered Ratio?:** The percentage displayed in this row shows how many records that have been altered by the user. If this number is above 5%, the user will be asked to justify this difference when certifying the data.
- **Data (Staff Score) Certification:** This row indicates whether the data in the ESCT has been certified. This will remain red until you have certified the data, after which time all fields will be locked in other parts of the application and this row will be marked with a green check.

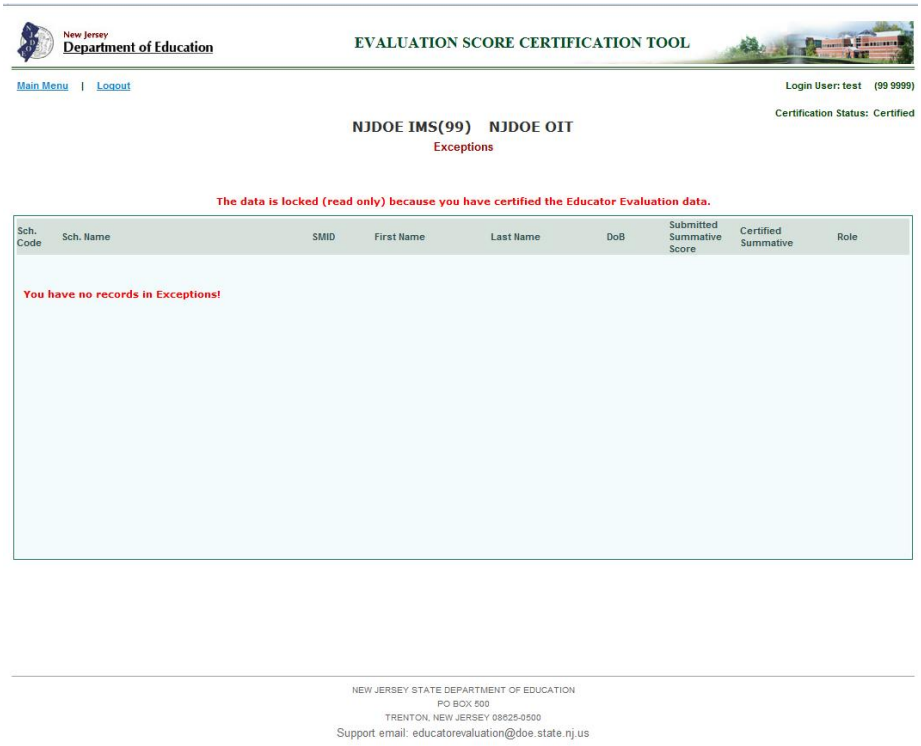
Exceptions

The Exceptions Page captures all staff member records that fall outside of the parameters provided by the Department in the NJ SMART Staff Evaluation Handbook. These parameters allow the Department to identify if the staff member is being evaluated as a teacher, a principal/AP/VP, or as an other certificated staff member. If a staff member record is located in the Exceptions category, it is because something in their data is preventing the Department from discerning their specific role. This might have happened if the district identified the staff member in one cell as a teacher (for example, by marking a "T" in the "Administrator Goal" field) but then identified that same staff member as something else in another cell (for example, by marking "OCS" in the "Evaluation Leadership" field).

In order to resolve your exceptions and clear this page, you must identify which category each listed staff member should have been evaluated as – a teacher, a principal/AP/VP, or an other certificated staff member (OCS). Once you have identified which role each employee should have been evaluated as, you can save the page and move on to each staff member grouping (teacher, principal/AP/VP, or OCS).

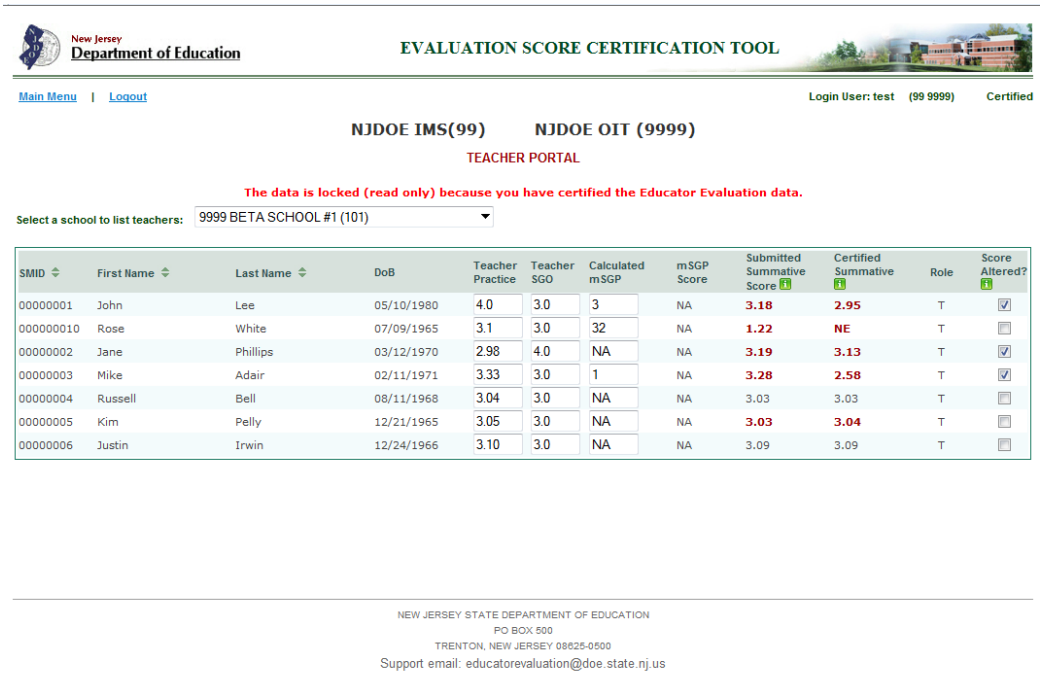
A few things to keep in mind:

- **You must resolve all exceptions before certifying your data.**
- You can work in other areas before resolving all exceptions, but you should remember to review the certified summative score of each staff member (once their record is moved from the Exceptions section to the appropriate staff member grouping) before certifying your data.
- **Many districts will have zero exceptions, and can move on to other parts of the application.**



Teachers

The Teachers Page displays all of the teacher evaluation component and summative ratings your district submitted, by school, along with any applicable mSGP scores provided by the Department. This page displays fields listed below; some are alterable and some are not. If you are not familiar with the NJ SMART Staff Evaluation Submission that is the basis for this data, you may familiarize yourself with each field here. If you would like to review how teacher evaluation component scores were weighted in the 2013-14 school year, you can do so here.


New Jersey Department of Education
EVALUATION SCORE CERTIFICATION TOOL
Main Menu | Logout
Login User: test (99 9999) Certified
NJDOE IMS(99) NJDOE OIT (9999)
TEACHER PORTAL
The data is locked (read only) because you have certified the Educator Evaluation data.
Select a school to list teachers: 9999 BETA SCHOOL #1 (101)
SMID First Name Last Name DoB Teacher Practice Teacher SGO Calculated mSGP mSGP Score Submitted Summative Score Certified Summative Role Score Altered?
00000001 John Lee 05/10/1980 4.0 3.0 3 NA 3.18 2.95 T
000000010 Rose White 07/09/1965 3.1 3.0 32 NA 1.22 NE T
00000002 Jane Phillips 03/12/1970 2.98 4.0 NA NA 3.19 3.13 T
00000003 Mike Adair 02/11/1971 3.33 3.0 1 NA 3.28 2.58 T
00000004 Russell Bell 08/11/1968 3.04 3.0 NA NA 3.03 3.03 T
00000005 Kim Pelly 12/21/1965 3.05 3.0 NA NA 3.03 3.04 T
00000006 Justin Irwin 12/24/1966 3.10 3.0 NA NA 3.09 3.09 T
NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
Support email: educatorevaluation@doe.state.nj.us

School Drop-Down List:

In order to begin reviewing teacher records, you must first select the school building that those educators were assigned. If for some reason an educator was not assigned to a school building during the submission, they will be listed in the "other or empty" category. If you discover that the school designation was incorrect, or that other teachers are not listed at the right school, it is not necessary to correct this information at this time as the focus of this data review is staff evaluation scores and not school assignments.

Non-Alterable Fields:

- **Staff Member ID Number (SMID):** Unique identifier for each staff member
- **First Name:** First name of each teacher your district submitted
- **Last Name:** Last name of each teacher your district submitted
- **Date of Birth (DoB):** Date of birth for each teacher your district submitted.
- **mSGP Score:** Converted evaluation rating for the educator, based on the median SGP score provided by the Department on a 1.0 - 99.0 scale. This score is not alterable but it is dynamic, because it automatically converts the 1.0 – 99.0 score that is alterable (see below: Alterable Fields) into a rating on the 1.00 – 4.00 scale.

- **Submitted Summative Score:** Summative score submitted by the district at the time of the NJ SMART submission in Summer 2014. This field is intended to show what was submitted originally, as a point of comparison with any changes to scores through this process.
- **Certified Summative Score:** Summative score, as calculated by the Department using the component level scores (Teacher Practice, SGO Score, and mSGP Score as applicable). This is not alterable but it is dynamic; it will automatically change when/if you change a component level score. **THIS IS THE SCORE YOU WILL BE CERTIFYING AS CORRECT TO THE DEPARTMENT.**
- **Role:** This column is a reflection of the role indicated for this staff member in your NJ SMART submission
- **Score Altered:** This box is not alterable but it is dynamic. This box will display a check-mark if you have altered any field in the row and will remain check-marked once you save, if you return to this page.

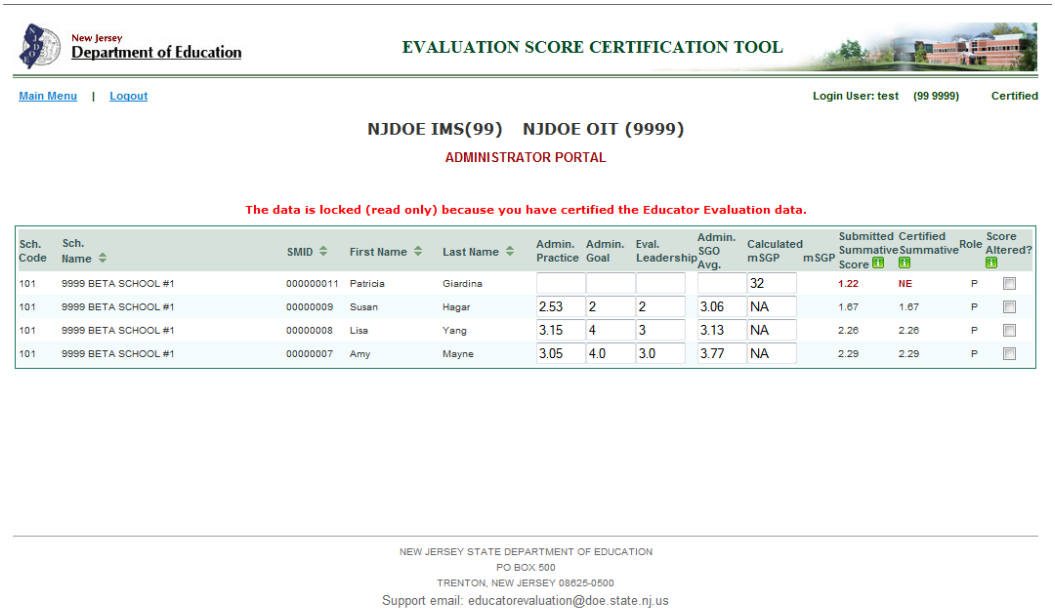
Alterable Fields:

- **Teacher Practice Score:** Teacher practice component rating that the district submitted for each teacher; this field should have a score between 1.00 - 4.00, or be marked TNE (Teacher Not Evaluated).
- **SGO Score:** Student Growth Objective (SGO) Score that the district submitted for each teacher; this field should have a score between 1.00 - 4.00, or be marked TNE (Teacher Not Evaluated). Please note, if you have an educator who submitted an SGO review form, you will need to reach out to the Department directly (609)777-3788 or at educatorevaluation@doe.state.nj.us in order to ensure these corrections are captured.
- **mSGP Score:** Median Student Growth Percentile (mSGP) Score provided by the Department for each qualifying teacher. This score is based on SGP scores for those students attributed to an individual teacher through the Summer 2014 NJ SMART Course Roster Submission. This field should have a score between 1.0 - 99.0 or be labeled NA (Not Available). If applicable, the score is automatically converted into a score on a scale from 1.00 - 4.00, using the Department's conversion chart. If you believe that there is an error in the score reported here, you should consult the Department's guidance on this topic here. **IF YOU ALTER ANY MSGP SCORES, YOU WILL BE ASKED TO DOCUMENT HOW YOU DETERMINED THE CORRECT SCORE BEFORE CERTIFYING YOUR DATA.**

After altering records, and before moving on to a new page, ***be sure to press the save button in the bottom right corner of your window. If you do not press this button your changes will be lost when you navigate away from the page, or if you are away from your page too long.***

Principals/APs/VPs

The Principals/APs/VPs page displays all of the administrator ratings your district submitted all in one place, along with any applicable mSGP scores provided by the Department. This page displays fields listed below; some are alterable and some are not. If you are not familiar with the NJ SMART staff evaluation submission that is the basis for this data, you may familiarize yourself with each field here . If you would like to review how principal/AP/VP evaluation component scores were weighted in the 2013-14 school year, you can do so here.


New Jersey
Department of Education
EVALUATION SCORE CERTIFICATION TOOL
Main Menu | Logout
Login User: test (99 9999) Certified
NJDOE IMS(99) NJDOE OIT (9999)
ADMINISTRATOR PORTAL
The data is locked (read only) because you have certified the Educator Evaluation data.
Sch. Code
Sch. Name
SMID
First Name
Last Name
Admin. Practice
Admin. Goal
Eval. Leadership
Admin. SGO Avg.
Calculated mSGP
mSGP
Submitted Summative Score
Certified Summative
Role
Score Altered?
101 9999 BETA SCHOOL #1 000000011 Patricia Giardina 32 1.22 NE P
101 9999 BETA SCHOOL #1 00000009 Susan Hagar 2.53 2 2 3.06 NA 1.67 1.67 P
101 9999 BETA SCHOOL #1 00000008 Lisa Yang 3.15 4 3 3.13 NA 2.26 2.26 P
101 9999 BETA SCHOOL #1 00000007 Amy Mayne 3.05 4.0 3.0 3.77 NA 2.29 2.29 P
NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
Support email: educatorevaluation@doe.state.nj.us

Non-Alterable Fields:

- **School Code:** Numerical identifier for school where administrator is based.
- **School Name:** Name of school submitted by district; can be sorted by school building where administrators are based.
- **Staff Member ID Number (SMID):** Unique identifier for each staff member
- **First Name:** First name of each principal/AP/VP your district submitted
- **Last Name:** Last name of each principal/AP/VP your district submitted
- **mSGP Score:** Converted evaluation rating for the educator, based on the mSGP score provided by the Department on a 1.0 – 99.0 scale. This score is not alterable but it is dynamic, because it automatically converts the 1.0 – 99.0 score that is alterable (see below: Alterable Fields) into a rating on the 1.00 - 4.00 scale.
- **Submitted Summative Score:** This column is the summative score that was submitted by the district at the time of the NJ SMART submission in the summer of 2014. This field is intended to show what was submitted originally, as a point of comparison with any changes made through this process.
- **Certified Summative Score:** This column is the summative score, as calculated by the Department using the component level scores (Principal Practice, Evaluation Leadership, Administrator Goal Score, SGO Score, and mSGP Score in some cases). This is not alterable but it is dynamic; it will automatically change when/if you change a component level score. **THIS IS THE SCORE YOU WILL BE CERTIFYING AS CORRECT TO THE DEPARTMENT.**

- **Role:** This column is a reflection of the role indicated for this staff member in your NJ SMART submission
- **Score Altered:** This box is not alterable but it is dynamic. This box will display a check-mark if you have altered any field in the row and will remain check-marked once you save, if you return to this page.

Alterable Fields:

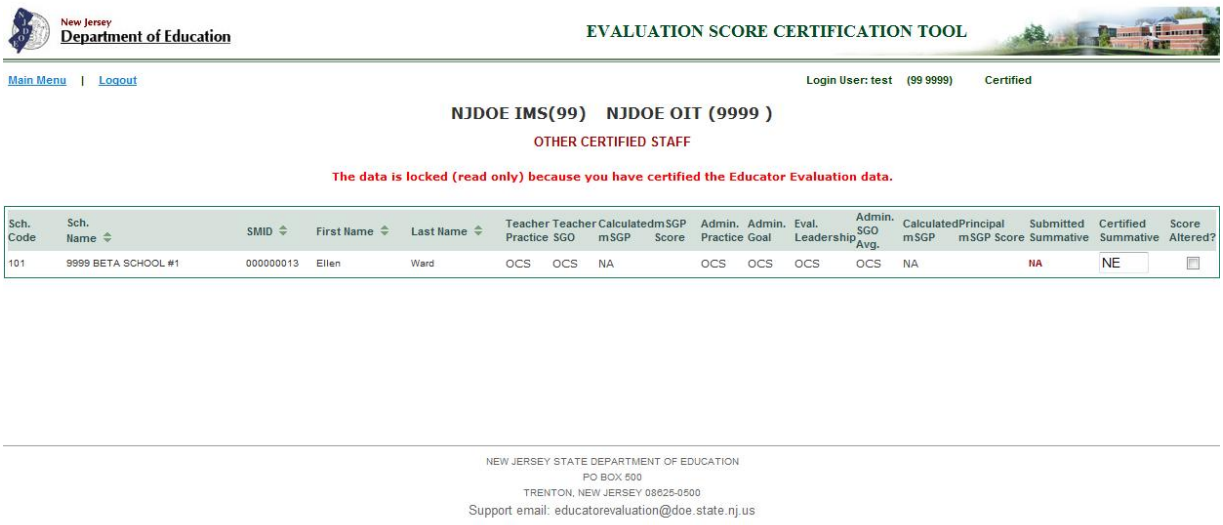
- **Principal/AP/VP Practice:** Principal practice component rating that the district submitted for each administrator. This field should have a score between 1.00 - 4.00, or be marked ANE (Administrator Not Evaluated).
- **Admin. Goal:** Administrator Goal component rating that the district submitted for each administrator. This field should have a score between 1.00 - 4.00, or be marked ANE (Administrator Not Evaluated). Please note, if you have an educator who submitted an Admin. Goal review form, you will need to reach out to the Department directly (609)777-3788 or at educatorevaluation@doe.state.nj.us in order to ensure these corrections are captured.
- **Eval. Leadership:** Evaluation Leadership component rating that the district submitted for each administrator. This field should have a score between 1.00 - 4.00, or be marked ANE (Administrator Not Evaluated).
- **Admin. SGO Avg:** Student Growth Objective (SGO) Average component rating that the district submitted for each administrator. This field should have a score between 1.00 - 4.00, or be marked ANE (Administrator Not Evaluated).
- **Calculated mSGP:** Median Student Growth Percentile (mSGP) Score provided by the Department for each applicable administrator. For 2013-14, there are two kinds of SGP administrators, those who have multiple SGP grades in their schools and those who have just one. This score is based on SGP scores of students attributed to an individual principal/AP/VP administrator through the NJ SMART Staff Data submission. This field should have a score between 1.0 - 99.0 or be labeled NA (Not Available). If applicable, the score is automatically converted into a score on a scale from 1.00 - 4.00 using the Department's conversion chart. If you believe that there is an error in the score reported here, you should consult the Department's guidance on this topic here. **IF YOU ALTER ANY MSGP SCORES, YOU WILL BE ASKED TO DOCUMENT HOW YOU DETERMINED THE CORRECT SCORE BEFORE CERTIFYING YOUR DATA.**

After altering records, and before moving on to a new page, *be sure to press the save button in the bottom right corner of your window. If you do not press this button your changes will be lost when you navigate away from the page, or if you are away from your page too long.*

Other Certificated Staff

Other Certificated Staff refers to two categories of teaching staff members. The first of these are supervisors, non-supervisory coordinators, and directors. The second are educational services providers. AchieveNJ gives districts substantial local flexibility in calculating summative ratings for these categories of staff, which are identified in the NJ SMART Staff Submission as follows. Supervisors, non-supervisory coordinators, and directors are certificated staff assigned job codes in the range 0300-0599. Educational services staff are certificated staff assigned job codes 3100-4000.

The Other Certificated Staff page displays all of the ratings your district submitted for other certificated staff members all in one place. This page displays fields listed below; some are alterable and some are not. If you are not familiar with the NJ SMART staff evaluation submission that is the basis for this data, you may familiarize yourself with each field here. Other staff component scores have no required weights specified by the Department. Therefore, all their certified summative scores are based purely on what the district submitted to the Department in this section. **In this section, the "Certified Summative Score" will match the "Submitted Summative Score" exactly, unless you alter it. This is because there is no uniform algorithm to be applied to these component level scores. This also means that if you change a component score, it will not change the "certified summative score." Therefore, you will need to manually change the certified summative score to match any component level scores if you add them.**



Non-Alterable Fields:

- **School Code:** Numerical identifier for school where administrator is based.
- **School Name:** Identifier that will allow you to sort by school building where administrators are based.
- **Staff Member ID Number (SMID):** Unique identifier for each staff member.
- **First Name:** First name of each staff member your district submitted.
- **Last Name:** Last name of each staff member your district submitted.
- **mSGP Score:** Converted evaluation rating for the educator, based on the median SGP score provided by the Department on a 1 -99 scale. This score is not alterable but it is dynamic;

because it automatically converts the 1.0 – 99.0 score that is alterable (see below: Alterable Fields) into a rating on the 1.00 – 4.0 scale.

- **Principal mSGP Score:** Converted evaluation rating for the educator, based on the median SGP score provided by the Department on a 1.0 – 99.0 scale. This score is not alterable but it is dynamic, because it automatically converts the 1.0 – 99.0 score that is alterable (see below: Alterable Fields) into a rating on the 1.00 – 4.00 scale.
- **Submitted Summative Score:** Summative score that was submitted by the district at the time of the NJ SMART submission in the summer of 2014. This field is intended to show what was submitted originally, as a point of comparison with the new certified summative score that has been calculated using the alterable components of evaluation.
- **Role:** This column is a reflection of the role indicated for this staff member in your NJ SMART submission
- **Score Altered:** This box is not alterable but it is dynamic. This box will display a check-mark if you have altered any field in the row. It will remain check-marked once you save, if you return to this page.

Alterable Fields:

- **Teacher Practice Score:** Teacher practice component rating that the district submitted for each teacher. This field should have a score between 1.00 - 4.00, or be marked TNE (Teacher not Evaluated).
- **SGO Score:** Student Growth Objective (SGO) Score that the district submitted for each teacher. This field should have a score between 1.00 - 4.00, or be marked TNE (Teacher Not Evaluated).
- **mSGP Score:** Median Student Growth Percentile (mSGP) Score provided by the Department for each teacher that it applies to. This score, is based on individual student's growth percentile scores, who have been attributed to each individual teacher during the NJ SMART course roster submission. This field should have a score between 1.0 - 99.0 or be labeled NA (Not Available). If applicable, the score is automatically converted into a score on a scale from 1.00 - 4.00, using the Department's conversion chart. If you believe that there is an error in the score reported here, you should consult the Department's guidance on this topic here. **IF YOU ALTER ANY MSGP SCORES, YOU WILL BE ASKED TO DOCUMENT HOW YOU DETERMINED THE CORRECT SCORE BEFORE CERTIFYING YOUR DATA.**
- **Admin. Practice:** Administrator practice component rating that the district submitted for each administrator. This field should have a score between 1.00 - 4.00, or be marked ANE (Administrator Not Evaluated).
- **Admin. Goal:** Administrator goal component rating that the district submitted for each administrator. This field should have a score between 1.00 - 4.00, or be marked ANE (Administrator Not Evaluated).
- **Eval. Leadership:** Evaluation leadership component rating that the district submitted for each administrator. This field should have a score between 1.00 - 4.00, or be marked ANE (Administrator Not Evaluated).
- **Admin. SGO Avg:** Student Growth Objective (SGO) Average component rating that the district submitted for each administrator. This field should have a score between 1.00 - 4.00, or be marked ANE (Administrator Not Evaluated).
- **Calculated mSGP:** Median Student Growth Percentile (mSGP) Score provided by the Department for each administrator that the score applies to. Please keep in mind that there are two kinds of SGP administrators, those who have multiple SGP grades in their schools and those who have just one. This score, is based on individual student growth percentile scores, who have been attributed to each individual teachers and administrator during the NJ SMART course roster submission. This field should have a score between 1.0 - 99.0 or be labeled NA (Not Available).

If applicable, the score is automatically converted into a score on a scale from 1.00 - 4.00 using the Department's conversion chart. If you believe that there is an error in the score reported here, you should consult the Department's guidance on this topic here. **IF YOU ALTER ANY MSGP SCORES, YOU WILL BE ASKED TO DOCUMENT HOW YOU DETERMINED THE CORRECT SCORE BEFORE CERTIFYING YOUR DATA**.

- **Certified Summative Score:** This column is the same as the submitted summative score in this case. This is alterable, and should be changed manually to match with the local calculation used to determine the summative score for each staff member in this category. **THIS IS THE SCORE YOU WILL BE CERTIFYING AS CORRECT TO THE DEPARTMENT.**

After altering records, and before moving on to a new page, ***be sure to press the save button in the bottom right corner of your window. If you do not press this button your changes will be lost when you navigate away from the page, or if you are away from your page too long.***

Export Staff Records

The Export Staff Records page allows you to download data from the ESCT into an Excel document. This may be useful for districts who want to check data off-line before making corrections in the web-based application. There are several ways to export this data:

- Teachers: This export will give you an Excel document that matches the data that you will view on the "teachers" page of the ESCT.
- Principals/APs/VPs: This export will give you an Excel document that matches the data that you will view on the "principal/AP/VPs" page of the ESCT.
- Other Certified Staff: This export will give you an Excel document that matches the data that you will view on the "Other Certified Staff" page of the ESCT.
- All: This export will give you an Excel document that incorporates all data applicable to the district's staff evaluation file.

PLEASE NOTE: The Department recommends Google Chrome for this action. If the export does not work initially, try "right-clicking" the link and saving it to your computer as a .csv or .xls file. If the link still does not work at that point, cutting and pasting the data listed in the portal in Microsoft excel will place the data in a sort-able format.

Export "Teacher_9999" to Excel File (Note: Google Chrome Recommended for export. If export does not save automatically, you may need to "right-click" and save to your computer)

teacher_9999

#	SMID	School	First Name	Last Name	DoB	Teacher Practice	Teacher SGO	mSGP Score	mSGP Rating	Submitted Summative	Certified Summative	Score Altered?
1	000000010		Rose	White	07/09/1965	1	1	90	4.0	1.22	1.9	
2	00000005	9999 BETA SCHOOL #1 (101)	Kim	Pelly	12/21/1965	3.05	3.0	90	2.7	3.03	3.33	
3	00000006	9999 BETA SCHOOL #1 (101)	Justin	Irwin	12/24/1966	3.10	3.0	90	3.09	3.09	3.36	
4	00000004	9999 BETA SCHOOL #1 (101)	Russell	Bell	08/11/1968	2	2	1	1.0	3.03	1.7	yes

Export "Admin_9999" to Excel File (Note: Google Chrome Recommended for export. If export does not save automatically, you may need to "right-click" and save to your computer)

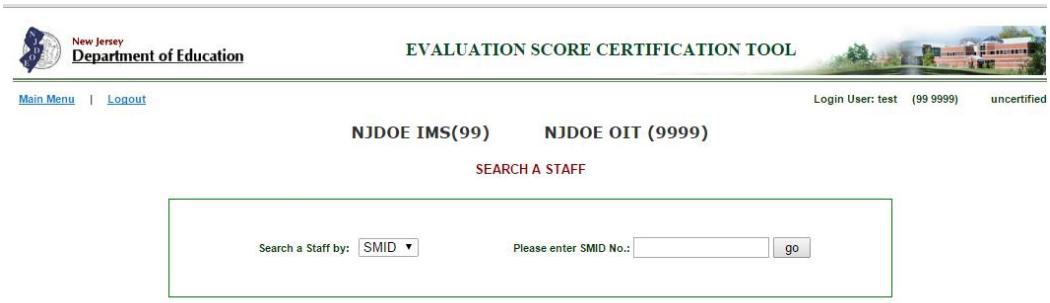
admin_9999

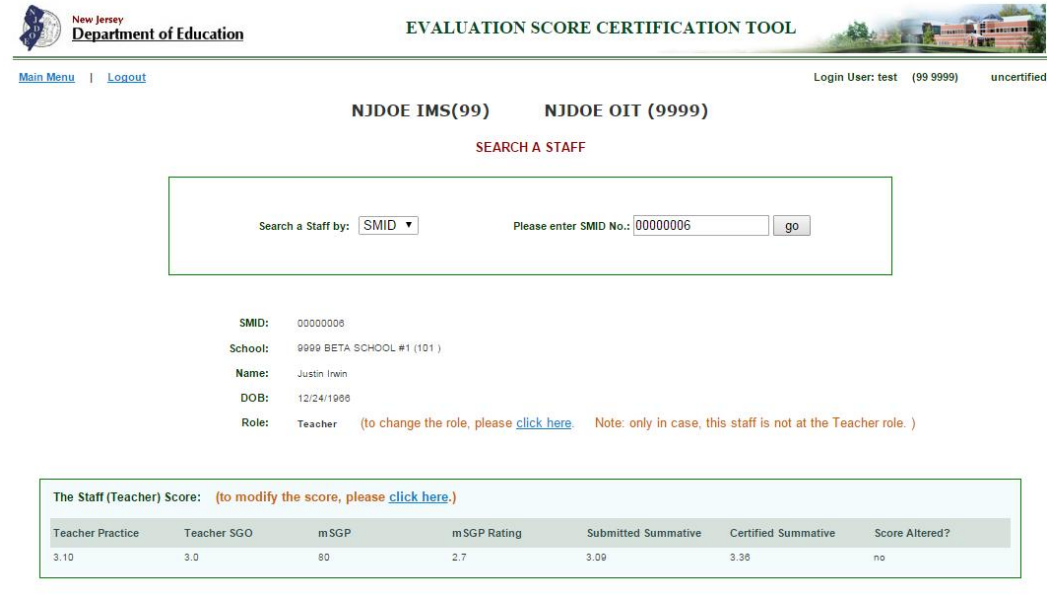
#	SMID	School	First Name	Last Name	DoB	Admin Practice	Admin Goal	Eval. Leadership	Admin SGO Avg	mSGP Score	mSGP Rating	Submitted Summative	Certified Summative	Score Altered?
1	000000013		Ellen	Ward	08/18/1959	3	3	3	3	40	2.7	NA	2.91	
2	000000011	9999 BETA SCHOOL #1 (101)	Patricia	Giardina	06/17/1966	3.26	4.0	3.2	3.68	80	1.22	1.22	3.59	
3	00000009	9999 BETA SCHOOL #1 (101)	Susan	Hagar	07/02/1962	1	1	1	1	1	1.67	1.67	1.00	
4	00000002	9999 BETA SCHOOL #1 (101)	Jane	Phillips	03/12/1970	ANE	ANE	ANE	ANE	90	4.0	3.19	NE	
5	00000007	9999 BETA SCHOOL #1 (101)	Amy	Mayne	12/14/1969	3.05	4.0	3.0	3.77	90	2.29	2.29	3.49	
6	00000001	9999 BETA SCHOOL #1 (101)	John	Lee	05/10/1980	2	2	1	1	1	1.0	3.18	1.4	yes

Search Staff Member ID (SMID)

This portal has been created to search individual Staff Member ID (SMID) numbers, as another way of finding and altering records. S pecifically, this portal will allow you search a specific staff member ID number in order to:

- View a record individually
- Change the role (T, P, OCS) of a staff member if the role assigned to them is incorrect.
- Alter scores for an individual staff member, before exiting the portal and sending them to their appropriate role grouping.





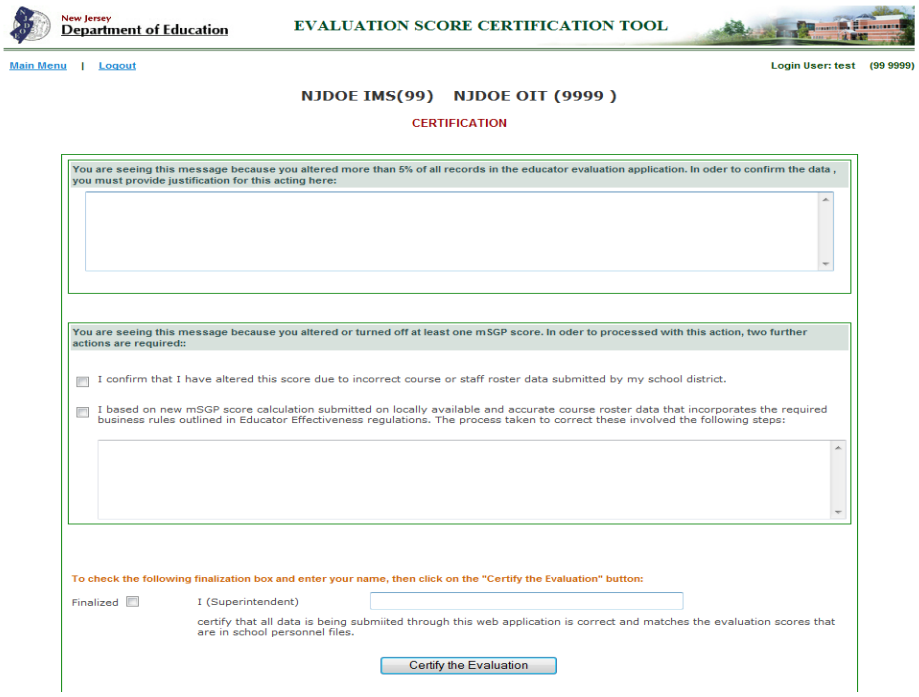
Certification Screen

Once you have reviewed all of your data and altered any fields necessary to ensure that all "Certified Summative Score" records are accurate, you will be asked to certify that "All data being submitted through this web application is correct and matches the evaluation scores that are in school personnel files." **Please ensure you have cleared all of your Exceptions before proceeding to certify your data.** Once you press certify, you will get one (or some combination) of the following notifications:

- **Less than 5% of Records Altered:** If you have not altered any information you will simply be asked to identify yourself as the Superintendent of your school district, and to certify that all records are correct.
- **More than 5% of Records Altered:** If you have altered records for more than 5% of staff members, you will be asked to explain why this was necessary. Explanations for this might include reasons errors were made, if any, or will point to alterations that were necessary in light of reviews made since the Summer 2014 NJ SMART submission.
- **mSGP Records Altered:** I f you have altered any mSGP records provided by the Department, you will also be asked to explain and document the steps you took to identify the error and/or how you calculated a more accurate mSGP score. This will be asked because mSGP scores are calculated by the Department, and districts should only be altering these records in rare cases where they discovered an error they are able to document with evidence.

In cases where both mSGP scores are altered and more than 5% of records are altered, Superintendents will be asked to share information regarding both actions.

Once you have completed the above actions and finally certified all data, your district's records will be locked for the remainder of the period that the Evaluation Score Certification Tool is open. If you believe that you have certified data in error, or need to get back into your data, please reach out to the Department directly at (609)777-3788 or at educatorevaluation@doe.state.nj.us.


New Jersey Department of Education
EVALUATION SCORE CERTIFICATION TOOL
Main Menu | Logout
Login User: test (99 9999)
NJDOE IMS(99) NJDOE OIT (9999)
CERTIFICATION
You are seeing this message because you altered more than 5% of all records in the educator evaluation application. In oder to confirm the data , you must provide justification for this acting here:
You are seeing this message because you altered or turned off at least one mSGP score. In oder to processed with this action, two further actions are required::
I confirm that I have altered this score due to incorrect course or staff roster data submitted by my school district.
I based on new mSGP score calculation submitted on locally available and accurate course roster data that incorporates the required business rules outlined in Educator Effectiveness regulations. The process taken to correct these involved the following steps:
To check the following finalization box and enter your name, then click on the "Certify the Evaluation" button:
Finalized
I (Superintendent)
certify that all data is being submiited through this web application is correct and matches the evaluation scores that are in school personnel files.
Certify the Evaluation